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MEMORANDUM FOR: Chief, Plans and Policy Staff, TR

22 January 1958

THROUGH : Executive Officer, TR

SUBJECT : Weekly Activity Report No.3  
Instructional Services Branch  
15 January - 21 January 1958

I. SIGNIFICANT ITEMS

None.

II. OTHER ACTIVITIES

A. Film Production

1. Caching Film

Four 16 mm prints were delivered to ISB from PSD/OL. One was sent [ ] the others will be distributed to the Ops School and DDP.

[ ] advised that our original agreement with DDP called for delivery of a copy of the script of the film together with a 16 mm print. Due to the many changes made in the script during production, it has been found necessary to transcribe a new script from a sound tape of the show. It should be completed within the next few days.

2. Communications Films

a. Film No. 4 - Secret Writing

Interlock showings of this film were held on 16 and 17 January. Those present at both sessions were advised by the TSS representative that under no circumstances would the film be used for training without the instructors' kit, which thus becomes an integral part of the film. As a result of the Interlock showings, it does not appear that any change in the picture itself will be required. However, the comments of those present have been passed on to TSS and certain changes in the instructors' kit will be required.

b. Film No. 5 - Dead Drops

[ ] reports that the Communications Committee at [ ] has approved the script for this film.

Document No. 183 29

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 15 March 1978 [ ]

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A. Film Production (Cont.)

3. Logistics Film

The editor reports satisfactory progress on the editing of this film, and it is anticipated that a rough cut showing will be held within the next week.

4. Security Film

[ ] reports that he [ ] conferred with Colonel Edwards, D/S, [ ] regarding respective audiences of the Security Film. Colonel Edwards agreed that the film should be split into two parts, Part I to be shown to the EOD's and Parts I and II, to refresher audiences. Scripting is being completed on Part I.

5. Intelligence Process Film

The rough draft of the pattern outline on the DDI film on the intelligence process has been completed.

6. Audio-Visual Requirements in New Building

C/ISB and [ ] Chief, Building Planning Staff, to New York City on 20 January and discussed with the architect's representatives the equipment to be included in the auditorium of the new building. The next step will be to await advice from the architect as to whether or no the desired equipment can be worked into the architectural design of the auditorium.

B. Visual Aids Section

1. Completed Projects

a. A&E

- (1) One 30" X 40" chart with illustrations in color titled "Psychological Assessment" was completed.
- (2) One 40" X 60" chart with illustrations in color titled "A&E Testing Program" was completed.

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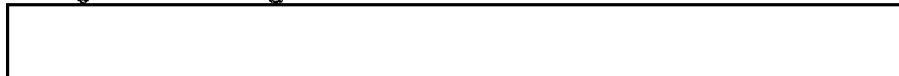
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B. Visual Aids Section

1. Completed Projects (Cont.)

b. Operations School

- (1) One 30" X 40" organization chart in color titled



- (2) Twenty-seven name plates (instructors' names on 3" X 24" cards) were mechanically lettered.

c. Registrar, TR

One 8" X 10" photograph of the new building was prepared for the printer with paste-up lettering indicating various areas, parking lot, cafeteria, etc. This photo will be used in the OTR Bulletin.

d. Miscellaneous

VAS ordered approximately 35 maps of France for LAS, three wall maps for SEC, and one 8" X 10" U.S. map for TSS.

Four ektachrome slide shots were taken of completed charts as the first of a series for VAS records and for use as supplementary training aids.

2. Current Projects

a. Intelligence School

- (1) Mounting of one 9 sheet wall-size map is 50% complete.
- (2) "Studies in Intelligence" with six illustrations for the printer is 90% complete.
- (3) The 8 panel display on OSI is in production for the February 3rd showing.

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**B. Visual Aids Section**

**2. Current Projects (Cont.)**

**b. SIC**

The World Communism display is in preliminary production stages.

**c. IAS**

A work map of France for use in area study is in production for delivery to the printer.

**d. Film Production, ISB**

Three seconds of film animation drawings plus title for the Logistics Films are now in production.

**C. Audio Aids Section**

This week, 34 films were procured, 26 were projected running a total of 39½ hours, and 43 requests for service were received.

**D. Personnel**

1. VAS is endeavoring to fill the slot vacated by [REDACTED]
2. [REDACTED] now at George Washington Memorial Hospital recovering from minor surgery, is scheduled for return to duty on or about 3 February.
3. C/ISB interviewed applicants for the position which will be [REDACTED]

come with this Branch the end of this week.

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